

Adair-Casey CSD

Adair-Casey EA

8/1/2006 7/31/2007

MASTER CONTRACT

between the

ADAIR-CASEY COMMUNITY SCHOOL DISTRICT

and the

ADAIR-CASEY EDUCATION ASSOCIATION

for the school year

2006-2007

2006.07.16 11:06:15
ADAIR-CASEY
EDUCATION ASSOCIATION
RELATIONS ROOM

ARTICLE 1: RECOGNITION

Section 1:

The Adair-Casey Community School Board, hereinafter referred to as the "Board," recognizes the Adair-Casey Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all full-time and part-time regularly employed certificated personnel as set forth in the amended PERB certification instrument (#2366) issued by the PERB on the 10th day of December 1982.

The unit described in the above certification is as follows:

INCLUDED: counselors, librarians, athletic coaches and assistants, and classroom teachers

EXCLUDED: superintendents, principals, athletic director, aides, secretaries, custodians, maintenance personnel, cooks, bus drivers, business manager, and school nurse

Section 2:

The term "Board," as used in this Agreement, shall mean the Board of Education of the Adair-Casey Community School District or its duly authorized representative.

Section 3:

The term "employee," as used in this Agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

Section 4:

The term "Associaton," as used in this Agreement, shall mean the Adair-Casey Education Association or its duly authorized representatives or agents.

ARTICLE 2: GRIEVANCE PROCEDURE

Section 1:

A grievance shall mean a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Master Agreement.

Section 2:

Every employee covered by this Agreement or the Association shall have the right to present grievances in accordance with these procedures. The failure of an employee (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits, unless modified by mutual agreement, will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits, unless modified by mutual agreement, shall permit the grievant to proceed to the next step.

Section 3:

It is agreed that any investigation or other handling or processing of any grievance shall be conducted so as to result in no interference with or interruption whatsoever in the instructional program and related work activities of the grieving employee or of the staff.

FIRST STEP

Section 4:

An attempt shall be made to resolve any grievance in informal (verbal) discussion between the parties involved. The employee may request an Association representative be present with the immediate supervisor or principal.

SECOND STEP

Section 5:

If the grievance cannot be resolved informally, the aggrieved employee and/or his/her Association representative may file the grievance in writing and, at a mutually agreeable time, discuss the matter with the immediate supervisor or principal mentioned in the FIRST STEP. The written grievance shall contain a specific description of the problem, shall refer to the specific clause or section of the Agreement violated, and shall state the relief requested. The filing of the written grievance at the SECOND STEP must be within fifteen (15) school days from the occurrence of the alleged violation. The immediate supervisor or principal in the SECOND STEP shall make a decision on the grievance and communicate it in writing to the employee, Association, and the superintendent within five (5) school days after initial receipt of the grievance.

THIRD STEP

Section 6:

In the event a grievance has not been satisfactorily resolved at the SECOND STEP, the employee and/or his/her Association representative shall file, within five (5) school days of the immediate supervisor's or principal's written decision at the SECOND STEP, a copy of the grievance with the superintendent. Within five (5) school days after such written grievance is filed, the employee, the employee's representative and the superintendent, or his designee, shall meet to resolve the grievance. The superintendent, or his designee, shall file an answer within five (5) school days of the THIRD STEP grievance meeting and communicate it in writing to the employee, the Association and the principal.

FOURTH STEP

Section 7:

If the employee and/or the Association is not satisfied with the disposition of the grievance at the THIRD STEP, or if no disposition has been made within the time limits, and the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within five (5) school days from the date of the superintendent's disposition of the grievance.

Section 8:

Within ten (10) school days after written notice to the Board of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERBoard) by either party. The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days. The parties shall alternately remove one name until only one (1) name remains. The person whose name remains shall be the arbitrator.

Section 9:

The arbitrator so selected shall confer with representatives of the Board and the Association, hold hearing promptly, and shall issue his decision no later than thirty (30) calendar days from the date of the close of the hearings: or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions of the issues submitted. The arbitrator, in his opinions, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him by the Board and/or the Association. His decisions must be based solely and only upon his interpretation of the meaning for application of the express relevant language of the Agreement. The final, binding decision of the arbitrator shall be submitted to the Board and the Association.

Section 10:

Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

Section 11:

When a grievance is submitted less than ten (10) calendar days before the close of the current school year, time limits shall consist of all weekdays in order that the matter may be resolved before the close of the school year or as soon thereafter as possible. School days, for the purpose of the grievance procedure, shall mean days of scheduled attendance for all pupils.

Section 12:

If a grievance affects a group or class of employees, the group may process such a grievance through all levels of the grievance procedure.

Section 13: Separate Grievance File

All grievances, responses to grievances, grievance awards, and reference to grievances shall be kept in a separate grievance file.

ARTICLE 3: EMPLOYEE HOURS

Section 1: Workday

An employee's contract day shall consist of eight (8) hours inclusive of a lunch period. The contract day shall be from 8:00 A.M. to 4:00 P.M. Paid supplemental duties shall be performed outside the contract day.

Section 2: Exceptions

A. Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closing. Employees will be permitted to leave following the departure of the school buses on days of emergency dismissals.

B. Employees will be permitted to leave on Fridays and before holidays or vacations following the departure of the school buses.

C. Employee attendance may be required on other occasions for a work-day as defined in Section 1 when student attendance is not required. Such days shall be designated by the administration and shall be for the fulfillment of the employee's contract year.

D. No employee shall be required to work more than four (4) school-sponsored activity duties outside the school day, at which their attendance is not required as a result of the activities they sponsor or coach and at which the administration determines supervisors are needed. The events included will be those held outside the regular work day and shall include junior and senior high school interscholastic athletic events, junior and senior high school music programs, plays, musicals, school dances, elementary music programs, and homecoming activities. Employees will be given the opportunity to volunteer for such duty. If there are not sufficient faculty volunteers available, the appropriate administrator shall make the necessary assignments. This provision does not preclude an employee from volunteering for more duties than specified above or to secure an administratively approved replacement for any of the required activities, excluding the elementary music programs. If tournaments are accepted, a fifth event may be assigned if a suitable number of volunteers are not available. Employees may leave following the departure of the school buses on school days when they are working school-sponsored activities or elementary music programs.

ARTICLE 4: LEAVES OF ABSENCE

Section 1: Personal Leave

A. At the beginning of the school year, each full time certified professional staff shall be allowed two (2) full days for personal leave. This leave shall be deducted on a one-eighth (1/8) day basis (partial day absences shall be based on time absent - partial hours will be considered one hour). No more than two (2) of the staff will be granted personal leave on any one given day. Personal leave should be requested one week in advance, except in an emergency. All unused personal leave will be reimbursed to the employee at the rate of \$80.00 per day pay in one-eighth (1/8) day units.

B. Personal leave immediately before or after vacation or holiday breaks may be granted based on availability of substitutes.

Section 2: Association Leave

A. Up to four (4) days for Association leave (with pay) shall be available for attending conferences, conventions, and activities of the Association. This leave may be granted at the discretion of the superintendent or his authorized agent provided the employee will reimburse the school for the cost of a substitute.

B. The Association shall have available once a month, following the last bell at 3:33 P.M., with administrative approval the right to meet to conduct business as they deem necessary.

Section 3: Professional Leave

Leave may be granted for professional enhancement, i.e., meetings, workshops, and visitations, if such leave is approved by the superintendent or his authorized agent. The request for such approval should be made at least one week in advance of the employee's absence.

Section 4: Bereavement Leave

Each employee shall be entitled up to five (5) weekdays of bereavement leave per occurrence for the death of a spouse, child, mother, father, sister, brother, step-parent, step-brother, step-sister, step-child, mother-in-law, father-in-law, or anyone residing in the home. Each employee shall be entitled up to three (3) weekdays of bereavement leave per occurrence for the death of a brother-in-law, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, grandparent-in-law, uncle, or aunt. Bereavement leave must be taken in consecutive weekday blocks (i.e., a weekend does not break the consecutive sequence). Additional leave may be granted by the administration without pay.

Section 5: Other Bereavement Leave

Employees may be granted up to one (1) day per year (non-cumulative) in the event of the death of a friend or relative outside the employee's immediate family.

Section 6: Sick Leave

A. Employees shall be granted leave of absence for personal illness or injury with full pay in the following amounts:

1 First year.....	10 days
2 Second year.....	11 days
3 Third year.....	12 days
4 Fourth year.....	13 days
5 Fifth year.....	14 days
6 Sixth and all subsequent years ..	15 days

The above amount shall apply only to consecutive years of employment in this school district and unused portions shall be cumulative to a total of one hundred forty (140) days. The Board, or its designated agent, may, in each instance, require such reasonable evidence, as it may desire, confirming the necessity for such leave of absence.

B. Once any employee accumulates sick leave to one hundred forty (140) days, of the fifteen (15) days allowed for the following year, any unused sick leave of at least ten (10) days, shall be converted to one (1) non-reimbursable personal day which may be used in the year following the year in which the sick leave was unused. The non-reimbursable personal day shall be used only after the two reimbursable personal days have been used. Non-reimbursable personal days are not cumulative and must be used in the year as specified above.

Section 7: Other Leave

Other temporary leaves (with or without pay) may be granted at the discretion of the superintendent or his authorized agent.

Section 8: Family Sick Leave

Six (6) days of the employee's sick leave may be utilized in the event of illness or injury of an immediate family member.

Immediate family shall be defined as wife, husband, mother, father, child, father- or mother-in-law, stepmother or -father, stepchildren, or anyone residing in the home.

ARTICLE 5: HEALTH PROVISIONS

Section 1: Physical Fitness - New Employees

All new employees shall be required to provide the employer with evidence of physical fitness to perform duties assigned and freedom from communicable disease. This evidence shall be in the form of a written report of a medical examination by a physician, certifying that such employee has the fitness to perform the tasks assigned. This evidence shall be provided at the beginning of service in the District.

ARTICLE 6: EVALUATION PROCEDURE

Section 1:

In the first week of school the district will present the employees with the evaluation instrument(s) by the administration. An employee starting work after the beginning of the school year shall be given notification no later than one week prior to the first evaluation. All formal and informal evaluations shall be made by the appropriate administrators.

Section 2:

Beginning teachers shall be evaluated in accordance with the procedures in Appendix B. Career Teachers in their first year of employment at Adair-Casey Community Schools shall be evaluated in accordance with the procedures in Appendix C. Each employee no longer on probation shall be evaluated in accordance with the procedures in Appendix D

Section 3:

Informal evaluations shall be brought to the attention of the employee(s) and discussed with the appropriate administrators.

Section 4:

Both parties shall sign evaluations. The employee's signature does not mean agreement with, but rather awareness of the content. Should the employee wish to make written comment, he/she may do so with the response attached to the evaluation.

Section 5:

The evaluator shall suggest in writing the areas needing improvement and suggestions for making needed improvement.

Section 6:

A separate evaluation file shall be kept for each employee.

ARTICLE 7: STAFF REDUCTION PROCEDURE

Section 1:

When reduction in staff becomes necessary, the Board will attempt to accomplish such reduction by attrition. If attrition cannot adequately accomplish the necessary reduction in force, the administration shall, after due consideration to the best interests of the school district, base its recommendation to the Board for staff reductions according to the following procedures.

Section 2:

A. When a reduction becomes necessary, three factors shall determine the order of layoff. These factors are 1) seniority-the most recent date of hire, 2) certification-the endorsements and approvals the person has been given by the Department of Education, and 3) evaluations.

B. Selection for reduction shall be from two (2) groups of employees, either grades K-6 or grades 7-12.

Section 3:

Notification for dismissals due to reduction in staff will occur no later than April 30.

Section 4:

Employees dismissed due to reduction in staff will be placed on the recall list for two (2) years, after which they shall have no recall rights.

Section 5:

If an opening arises prior to the commencement of the next school year following the non-renewal in the specific position any non-renewed employee held when he/she was non-renewed, or in a comparable position, such employee shall be accepted for such position upon application.

Section 6:

If the employee cannot be contacted personally or by telephone, notification of such position opening shall be made by registered mail, restricted delivery, return receipt requested, to such employee's last local address of record. The employee shall have five (5) days from 12:00 o'clock noon of the postmarked date of said letter in which to give affirmative response.

Section 7:

Failure of the employee to respond as provided in Section 5 or 6 shall constitute a waiver of the Board's obligation to subsequently notify such employee.

Section 8:

It shall be the responsibility of employees on the recall list, to inform the superintendent's office in writing of changes in address or phone.

Section 9:

Upon return to employment from the recall list, employees will be placed on the next higher step on the salary schedule as when they were last employed, and will have restitution of all accumulated-unused sick leave.

Section 10:

Non-renewals for reduction of staff are not subject to the grievance procedure except when alleged that seniority procedures have not been followed by the Board.

ARTICLE 8: TRANSFER PROCEDURE

Section 1: Definition

A transfer is defined as the movement of an employee to a different grade level, or to a different subject area.

Section 2: Transfer Selection

In reviewing applicants for a vacancy, the employer will consider seniority, certification, and evaluations.

Section 3: Voluntary Transfer

Whenever a permanent job opening has occurred, the employer will post a notice regarding such in the teachers' lounges as soon as possible. An employee may at any time request in writing a voluntary transfer. Employee's wish for voluntary transfer may be honored and acted upon.

Section 4: Involuntary Transfers

Parties recognize that in order to meet staffing needs of the district, it may be necessary to transfer the employee involuntarily. An employee will be given notice as soon as possible. Whenever an involuntary transfer becomes necessary, an employee will be assigned within the employee's certification or endorsement. The employee may meet with the superintendent. The employee may have a representative present. Such transfer shall be effective after the notice to the employee involved.

Section 5: Statement of Reasons

Any employee involuntarily transferred will be given a written statement of reasons for the transfer.

ARTICLE 9: SALARIES

Section 1:

All certified employees shall comply with the State of Iowa, Board of Educational Examiners, rules for Teacher Certification.

Section 2:

Employees advancing horizontally on the salary schedule must have written administrative approval before hours will be accepted for such advancement. The employee must make written notice of the intent to move horizontally on the schedule prior to January 15 of the preceding year. To move horizontally forty percent of the hours must be graduate hours. Sixty percent of the hours may be continuing education (staff development). All staff development hours must be approved in advance by the Administration.

Section 3:

Salaries will be paid on a twelve month basis on the 20th of each month. When employees, as a group, are not working the 20th, they will be paid on the last preceding work day when school is in session. In the event of an emergency closing on the designated pay date, the paycheck will be issued the next working day. The Board shall be held harmless if paychecks are not available at the agreed date when the reason for such delay is not attributable to an employee of the Board.

Section 4:

New employees may receive one-half (1/2) of their first paycheck after ten (10) days of service.

ARTICLE 10: IN-SERVICE

Section 1:

In-service is staff development provided or made possible by the employer.

Section 2:

An in-service committee consisting of administrators and staff shall aid in planning in-service training.

ARTICLE 11: SUPPLEMENTAL PAY

Section 1:

The Board and the Association agree that the extracurricular activities listed in Section 2 are official school-sponsored activities covered by school insurance.

Section 2: Extracurricular Pay

These are the salaries for sponsors/coaches of extracurricular activities. The Board shall determine if these positions will be filled.

Percentage of Generator Base

	Year 1	Year 2	Year 3	Year 4	Year 5
Head Football	10	10.5	11	11.5	12
Head Basketball	10	10.5	11	11.5	12
Head Baseball	10	10.5	11	11.5	12
Head Softball	10	10.5	11	11.5	12
Extracurricular Band	10	10.5	11	11.5	12
Head Volleyball	8	8.5	9	9.5	10
Assistant Basketball	7	7.5	8	8.5	9
Head Track	7	7.5	8	8.5	9
Cross Country	7	7.5	8	8.5	9
Assistant Wrestling	7	7.5	8	8.5	9
Assistant Baseball	6	6.5	7	7.5	8
Assistant Softball	6	6.5	7	7.5	8
Assistant Football	6	6.5	7	7.5	8
Assistant Track	5	5.5	6	6.5	7
Assistant Volleyball	5	5.5	6	6.5	7
FFA Sponsor	5	5.5	6	6.5	7
School Play	5	5.5	6	6.5	7
Head Golf	4	4.5	5	5.5	6
Head Football JH	4	4.5	5	5.5	6
Head Basketball JH	4	4.5	5	5.5	6
Head Volleyball JH	4	4.5	5	5.5	6
Cheerleader Sponsor	3.5	4	4.5	5	5.5
Drill Team Sponsor	3.5	4	4.5	5	5.5
Assistant JH Coaches	3	3.5	4	4.5	5
Junior High Track	3	3.5	4	4.5	5
Speech	3	3.5	4	4.5	5
Debate	3	3.5	4	4.5	5
Vocal Programs	3	3.5	4	4.5	5
Junior Class Sponsor	3	3.5	4	4.5	5
Annual	3	3.5	4	4.5	5
Academic Team Coach	3	3.5	4	4.5	5
Driver Education	\$130 per student				

ARTICLE 12: INSURANCE

Section 1:

The Board shall pay the equivalent of a full single Health Medical insurance plan up to an annual maximum cost of Five thousand six hundred dollars (\$5,600) per full-time employee and on a pro-rata basis for part-time employees.

Section 2:

Dependent insurance coverage or tax sheltered annuity shall be available.

Dependent insurance coverage shall be available at the employee's expense.

Should a single not cost \$5,600 per year and the difference between the full single and \$5,600 results in an amount of over \$10 per month, a tax sheltered annuity for those under single coverage may be provided. Should an employee, as qualified by the previous statement, desire to initiate a tax sheltered annuity with the difference, the employee must, within the first four weeks of school, notify the payroll clerk of such intention. If notification is not received by the payroll clerk within the first four weeks of school, the opportunity to apply the difference to a tax sheltered annuity is lost for that school year.

Section 3:

Employee's participation in the Health Medical plan is voluntary. Those wishing to participate must notify the payroll clerk within the first week of school of initial employment with the district. Following the first week of school, a new employee who wishes to participate must notify the payroll clerk and meet all requirements of the insurance carrier.

Section 4:

The district will provide full payment of Disability Insurance to its employees.

ARTICLE 13: DEDUCTIONS

Section 1:

Employees covered by the Master Contract Agreement may authorize a payroll deduction for fees for membership in the Association. It is understood by all parties to this Agreement that cancellation of an employee's previous authorization for fees deduction may be accomplished by written notification delivered to the employer's payroll clerk thirty (30) days before the effective date of cancellation.

Section 2:

Employees may authorize deduction for other payroll deductions that are submitted to, and approved by, the Board.

ARTICLE 14: DURATION PERIOD

This Agreement shall be effective as of August 1, 2006, and shall continue in effect through July 31, 2007.

ARTICLE 15: FINALITY

This Agreement supersedes and cancels all previous collective bargaining agreements between the Board of Directors of the Adair-Casey Community School District and the Adair-Casey Education Association, unless expressly stated to the contrary herein, and constitutes the entire agreement between the parties and concludes collective bargaining for its term.

ARTICLE 16: SIGNATURE CLAUSE

In witness whereof the parties have caused the Agreement to be signed by their respective Presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 12th day of April, 2006.

ADAIR-CASEY EDUCATION ASSOCIATION

By Joy Small
Its President

By Megan Farnsworth
Its Chief Negotiator

ADAIR-CASEY COMMUNITY SCHOOLS

By Robert Krueger
Its President

By Joe Kuculski
Its Chief Negotiator

APPENDIX A

2006-2007 SALARY SCHEDULE

STEP	\$715 B.A.	\$730 B.A. +15	\$745 B.A. +30	\$765 B.A. +45 / M.A.
0	20000 - Generator Base for extra curricular			
1	\$21,000	\$21,715	\$22,445	\$23,190
2	\$21,715	\$22,445	\$23,190	\$23,955
3	\$22,430	\$23,175	\$23,935	\$24,720
4	\$23,145	\$23,905	\$24,680	\$25,485
5	\$23,860	\$24,635	\$25,425	\$26,250
6	\$24,575	\$25,365	\$26,170	\$27,015
7	\$25,290	\$26,095	\$26,915	\$27,780
8	\$26,005	\$26,825	\$27,660	\$28,545
9	\$26,720	\$27,555	\$28,405	\$29,310
10	\$27,435	\$28,285	\$29,150	\$30,075
11	\$28,150	\$29,015	\$29,895	\$30,840
12	\$28,865	\$29,745	\$30,640	\$31,605
13	\$29,580	\$30,475	\$31,385	\$32,370
14	\$30,295	\$31,205	\$32,130	\$33,135
15	\$31,010	\$31,935	\$32,875	\$33,900
16	\$31,725	\$32,665	\$33,620	\$34,665
17	\$32,440	\$33,395	\$34,365	\$35,430
18		\$34,125	\$35,110	\$36,195
19			\$35,855	\$36,960
20				\$37,725
	\$33,112			
	\$33,784	\$34,820		
	\$34,456	\$35,515	\$36,573	
	\$35,128	\$36,210	\$37,291	\$38,467
	\$35,800	\$36,905	\$38,010	\$39,209
	\$36,472	\$37,599	\$38,728	\$39,951
	\$37,144	\$38,294	\$39,446	\$40,693
	\$37,816	\$38,989	\$40,164	\$41,435
	\$38,488	\$39,684	\$40,883	\$42,177
		\$40,379	\$41,601	\$42,920
			\$42,319	\$43,662
				\$44,404

Appendix B
Evaluation Procedure – Beginning Teacher

1. Prior to the beginning of the first year of teaching, the beginning teacher shall be given a copy of the summative evaluation form to be used, the Iowa Teaching Standards and Criteria, descriptors to be used, the timeline of the process, forms to be used, and other expectations of the teacher by the principal.
2. The evaluator shall conduct the first formal observation of the beginning teacher by October 31 of the first year. Pre-conference and post-conference forms shall be completed by the teacher. The evaluator shall document the classroom observation and the pre- and post-conferences. Both the teacher and the evaluator shall receive copies of the forms.
3. Following the first formal observation, the evaluator shall begin to complete the *Comprehensive Evaluation Summative Form* by addressing criteria observed (1) during the observation, (2) in written materials developed by the teacher, and (3) in the conferences. The evaluator shall date each entry on the form and shall check off each criterion that is listed on the form when it is addressed. The teacher shall sign the form and both the teacher and the evaluator shall receive copies of the form.
4. The pre-conference, observation, and post-conference shall occur within six working days.
5. By November 30 of the first year, the teacher and evaluator shall meet to identify the teacher's current status in meeting the eight Iowa Teaching Standards and to discuss the resources and information that could be used in future activities relating to the comprehensive evaluation. Both the teacher and the evaluator shall receive copies of the plan.
6. Two additional formal observation shall be conducted by March 30 of the first year of teaching using the same procedures identified in steps 2 through 5. One of the two formal observations must be of an extended duration of at least 2-3 hours over 2-3 days.
7. Prior to May 15 of the first year of teaching, the evaluator and beginning teacher shall meet and identify in writing which standards shall be addressed in the second year. Both the teacher and the evaluator shall receive copies.
8. By November 1 of the second year of teaching, the evaluator shall conduct another formal observation as described above. At that time the evaluator shall record it in the *Comprehensive Evaluation Summative Form*. If the beginning teacher meets all eight Iowa Teaching Standards, the evaluator shall indicate so on the form and provide the beginning teacher with a signed copy.
9. If the evaluator determines that the beginning teacher has not meet all eight standards, then the evaluator informs the teacher of which standard(s) have not been met. The evaluator and the teacher jointly determine what information the evaluator needs in order to indicate that the teacher meets all eight standards. If another observation is needed, it shall be held by January 31 of the second year of teaching. If only a conference is needed, then it shall be held by January 31 of the second year of teaching.
10. If by January 31 the evaluator indicates that the beginning teacher does not meet the Iowa Teaching Standards, an additional formal observation shall be held by March 31. After the observation, the evaluator makes his/her final recommendation for licensure. A recommendation for a third year of mentoring shall be made only after the comprehensive evaluation.
11. All records of the comprehensive evaluation are to be signed by the employee with the employee receiving a copy. The employee may respond in writing to any aspect of the comprehensive evaluation. The comprehensive evaluation and any written responses shall be preserved by the employer in the employee's evaluation file and its contents are available to the employee upon request.
12. All evaluations must be accurate and fair.

Appendix C
Evaluation Procedures – Tier II, Probationary Career Teacher

1. Career teachers in their first year of teaching at Adair-Casey CSD shall be considered Tier II probationary career teachers.
2. Prior to the beginning of the first year of teaching, the probationary career teacher shall be given a copy of the summative evaluation form to be used, the Iowa Teaching Standards and Criteria, descriptors to be used, the timeline of the process, forms to be used, and other expectations of the teacher by the principal.
3. Tier II Probationary Career teachers shall annually design their own professional growth plan. These process plans are formulated into a written document called “Individual Career Development Plan.” The plan may be a one-year individual plan or two-year group plan. Plans shall be given to building principals by September 15.
4. Tier II probationary career teachers shall be formally observed by their principal at least two times at mutually agreed upon times. The first formal observation shall occur prior by October 31. The second formal observation and a summative report shall be completed by March 31. These observations shall focus upon the Iowa Teaching Standards and Criteria. Each observation shall include a pre- and post-conference. The district shall provide forms.
5. The pre-conference, observation, and post-conference shall occur within six working days.
6. By April 15 of the first year, the teacher and evaluator shall meet to identify the teacher’s current status in meeting the eight Iowa Teaching Standards.
7. If the teacher is meeting the Iowa Teaching Standards, the evaluator and the teacher may begin discussion of future career goals that might be included in the next career development plan.
8. If the evaluator determines the teacher is not meeting one or more Iowa Teaching Standards, the teacher shall be placed in the career teacher intensive assistance plan.
9. All records of the summative evaluation are to be signed by the employee with the employee receiving a copy. The employee may respond in writing to any aspect of the summative evaluation. The summative evaluation and any written responses shall be preserved by the employer in the employee’s evaluation file and its contents are available to the employee upon request.
10. All evaluations must be accurate and fair.

Appendix D
Evaluation Procedures – Tier II, Career Teacher

1. The purpose of Tier II is to extend and enrich the professional learning and growth of all teacher and significantly impact organizational performance. Tier II teachers shall annually design their own professional growth plan. These process plans are formulated into a written document called “Individual Career Development Plan.” The plan may be a one-year individual plan or two-year group plan. Plans shall given to building principals by September 15.
2. At least once every three years, Tier II teacher’s performance shall be evaluated by a building principal on each of the Iowa Teaching Standards and Criteria. Each standard shall be rated as “meets standard” or does not meet standard.” Each standard’s criteria shall not be rated but shall be used as a reference point for gathering evidence to overall performance on each standard. Artifacts related to each teacher’s annual professional learning plan would be used as documentation when completing the summative evaluation.
3. Tier II teachers shall be formally observed by their principal at least once during the performance review cycle. The observation shall occur at a mutually agreed upon time. The formal observation shall occur prior to March 31. The observation shall focus on the Iowa Teaching Standards and Criteria. The observation shall include a pre-conference and a feedback conference. The district shall provide forms.
4. The pre-conference, observation, and post-conference shall occur within six working days.
5. If the teacher is meeting the Iowa Teaching Standards, the evaluator and the teacher may begin discussion of future career goals that might be included in the next career development plan.
6. If the evaluator determines the teacher is not meeting one or more Iowa Teaching Standards, the teacher shall be placed in the career teacher intensive assistance plan.
7. All records of the summative evaluation are to be signed by the employee with the employee receiving a copy. The employee may respond in writing to any aspect of the summative evaluation. The summative evaluation and any written responses shall be preserved by the employer in the employee’s evaluation file and its contents are available to the employee upon request.
8. All evaluations must be accurate and fair.